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MEMORANDUM FOR: Chief, Information Services Staff  
 ATTENTION: CIA Security Classification Officer  
 FROM: [REDACTED]  
 Acting Director of Security  
 SUBJECT: Portion Marking of Classified Information  
 by CIA Contractors (Request for a Change  
 [REDACTED])

1. During the Industrial Security Conference in September 1979, a security officer from a large industrial contractor asked the Director of Central Intelligence why the CIA required portion markings at the end of a paragraph instead of at the beginning, as most other Government agencies do. The DCI advised that he would have the Director of Security look into the matter and respond. (U)

2. After exploring this matter, it has been determined that the Information Security Oversight Office Directive Number 1, which provides implementing instructions for Executive Order 12065, offers an option in portion marking; either preceding or following the portion being marked. The Department of Defense and most other Government agencies chose to portion mark preceding the classified portion of a document, while the CIA directed [REDACTED] that portion marking is to be accomplished following that portion of the text to which it applies. (C)

3. The Office of Security sees a two-fold problem regarding portion marking by CIA industrial contractors, one involving cover and the other involving a major inconvenience for the contractor. Because CIA is one of the few Government agencies in the Intelligence Community which portion mark following the text, there is a proclivity to label classified documents thus marked as CIA. This creates an obvious cover problem in classified documents going to and from covert CIA industrial contractors. The current procedure also puts a burden on the contractor's clerical staff, who have to remember to mark the CIA's documents differently from those of other Government agencies. (C)

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25X1A 4. To remedy the situation, it is proposed that the following sentence be added to Chapter 4, paragraph 12d(1), line 6, page 17 [REDACTED] immediately following the sentence which ends "... to which it applies.":

"Industrial contractors involved in Agency-related contractual activities may place the appropriate symbol immediately preceding the portion of text to which it applies." (U)

5. The addition of the above sentence will give the Office of Security the authority to direct CIA industrial contractors, as appropriate, to portion mark preceding the portion of the text involved and, at the same time, leave the portion marking procedures for internal Agency documents undisturbed. In the interest of expediency, in order to allow a timely response to the industrial contractors as promised, it is requested that the above change be accomplished in "pen and ink" fashion and formally corrected during the next scheduled revision [REDACTED] (C) 25X1A 25X1A

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